



# ACCOUNTS PAYABLE

## RELEASE NOTES – MARCH 2017

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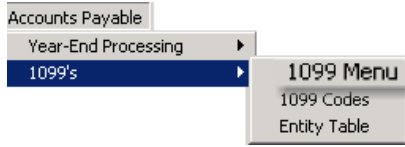
This document explains new product enhancements added to the ADMINS Unified Community for Windows **ACCOUNTS PAYABLE** system.

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# 1. 1099 PROCESSING



## 1.1. Correcting 1099 Submissions [Enhancement]

The 1099 processing now offers the option to produce corrected paper forms and a corrected electronic file for submission to the IRS **after** your have transmitted the electronic file to the IRS. This correction feature now includes:

- omitting a 1099 (existing feature)
- correcting a wrong amount on an issued 1099
- cancelling a 1099 issued in error
- creating an electronic file of the corrections for submission to the IRS.

The updated **AP-780 1099 Corrections** document provides details on how to use the new feature.

[ADM-AUC-AP-835]

## 1.2. 1099 Copy 2 [Address Fix]

The recipient address field on Copy 2 of the 1099s was missing data. This was corrected and patched to sites on January 26 and is stated here to document the change. 1099 MISC and 1099 S forms were fixed.

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0115		Miscellaneous Income
TOWN OF ANYWHERE 1 MAIN STREET CAMBRIDGE, MA 02138		2016		
John Jacob Jingleheimerschmidt (110) 000-0000		Form 1099-MISC		
PAYER'S federal identification number 11-3456789	RECIPIENT'S identification number 45-5258941	1 Wages \$ 0.00	2 Royalties \$ 0.00	Copy 2
RECIPIENT'S name BETSY STRONG	Street address (including apt no.) 933 OLD POST ROAD	3 Other income \$ 0.00	4 Federal income tax withheld \$ 0.00	
City or town, state or province, country, and ZIP or foreign postal code SUDBURY, MA 01776	City or town, state or province, country, and ZIP or foreign postal code SUDBURY, MA 01776	5 Fishing Boat Proceeds \$ 0.00	6 Medical and health care payments \$ 0.00	To be filed with recipient's state income tax return, when required.
		7 Nonemployee compensation \$ 2,173.43	8 Substitute payments in lieu of dividends or interest \$ 0.00	
		9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient to receive) <input type="checkbox"/>	10 Crop insurance proceeds \$ 0.00	
		11	12	

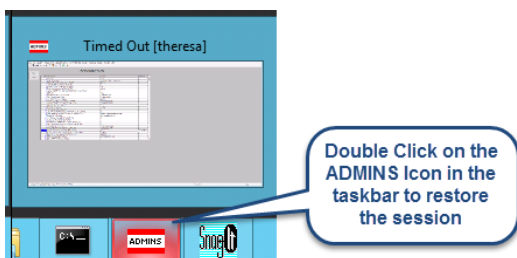
Figure 1 Before

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0115		Miscellaneous Income
TOWN OF ANYWHERE 1 MAIN STREET CAMBRIDGE, MA 02138		2016		
John Jacob Jingleheimerschmidt (110) 000-0000		Form 1099-MISC		
PAYER'S federal identification number 11-3456789	RECIPIENT'S identification number 45-5258941	1 Wages \$ 0.00	2 Royalties \$ 0.00	Copy 2
RECIPIENT'S name BETSY STRONG	Street address (including apt no.) 933 OLD POST ROAD PO BOX 123	3 Other income \$ 0.00	4 Federal income tax withheld \$ 0.00	
City or town, state or province, country, and ZIP or foreign postal code SUDBURY, MA 01776	City or town, state or province, country, and ZIP or foreign postal code SUDBURY, MA 01776	5 Fishing Boat Proceeds \$ 0.00	6 Medical and health care payments \$ 0.00	To be filed with recipient's state income tax return, when required.
		7 Nonemployee compensation \$ 2,173.43	8 Substitute payments in lieu of dividends or interest \$ 0.00	
		9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient to receive) <input type="checkbox"/>	10 Crop insurance proceeds \$ 0.00	
		11	12	

Figure 2 After

[ADM-AUC-AP-833]

# 2. SCREEN MINIMIZED ON TIMEOUT [FIX]



Users on selected sites were unable to restore an AUC session if the screen was minimized and the time out limit was reached. With the software update, restore an AUC session by double clicking on the ADMINS icon in the taskbar

[ADM-AUC-SY-8001]



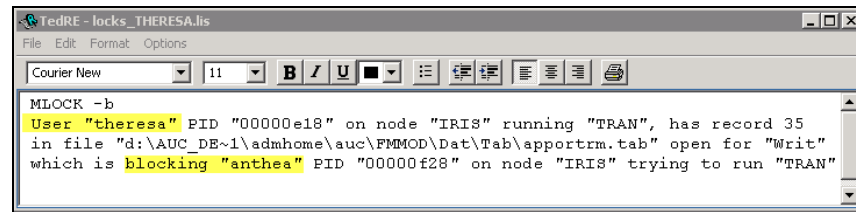
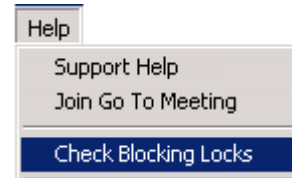
### 3. RECORD LOCKS [NEW]



Users sometimes encounter a lock that prevents them from accessing a record. There is a message displayed at the bottom of the screen in the lower left corner that will say “Waiting for Record Lock, User \\IRIS\theresa”, for example. This tells the user who else is on the record. Some users may be unable to see or interpret this message and will ask an expert user at their location for help.

A new feature is available that an expert user on the site may use to identify record locks. Select **Help ▶ Check Blocking Locks**.

This will check for blocking locks and open a report window on the screen with the lock information.



In the example, the user “Theresa” is blocking “Anthea” and the expert user may contact Theresa to ask her to exit the screen to release the lock and allow Anthea to access the record. The expert user now **must** click **File | Exit** to close this report window before they can do anything else in AUC.

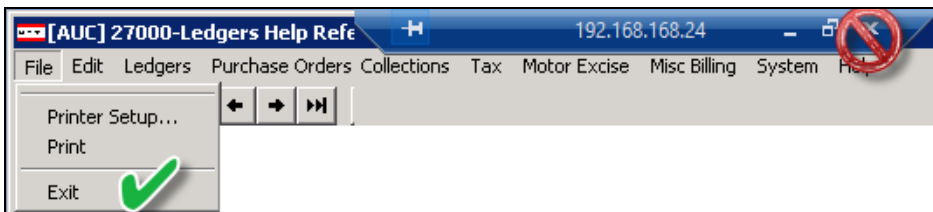


The user with a record lock will not be able to use the **Help ▶ Check Blocking Locks** feature since they are already captive in the locked AUC process. They will need to ask another user, the site “super user” or ADMINS to check for them.

[ADM-AUC-SY-7995]

### 4. PREVENTING “FROZEN” SESSIONS [NEW]

Occasionally, users report that their session has “Frozen”. To minimize the chance of this happening, always exit the system using **File ▶ Exit** from the menu.



“Frozen” sessions may result if the **X** on the blue connection bar at the top of the screen is used to close the AUC session, or if the session is abandoned at the end of the workday.



Users who will be away from their desks for longer than 30 minutes should exit from the AUC application using **File** ► **Exit** from the menu prior to departing. Do the same at the end of the workday, as open sessions on the server may result in unintended consequences.

[ADM-AUC-DOC-120]

## 5. MULTI-RECORD SCREENS [FIX]

Sites using version 9.2 of the ADMINS software were updated to use proportional fonts in the headings of multi-record screens. This allows fixed fonts to be used for the data within the grids, which users report are easier to read, while using variable fonts for the headings, fixing alignment issues.

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Ven
31-Dec-2017									

Figure 3 Before

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Vendor
05-Jan-2017	817349	21	10	DF01	738	456895	48.00	DR	

Figure 4 After

[ADM-AUC-SY-8002]

## 6. SYSTEM ADMINISTRATION KIT [UPDATE] PCL 5

Some printers advertised to be PCL 6 compliant do not include PCL 5 backward compatibility. When deploying printers without PCL 5 backward compatibility, ADMINS recommends that the default for reports be set to **PDF** printing.

### 6.1. Printers [PDF Option]

ADMINS recommends that sites select a default of “**PDF**” for reports. The only impact to the users will be the report displayed in the PDF Viewer instead of the ADMINS Report Viewer (TedRE). If you want your site to default to PDF output please contact [support@admins.com](mailto:support@admins.com) to arrange for the change.



This is a site-wide change that will affect all modules and all users of AUC.

#### 6.1.1. What Will the Users See?

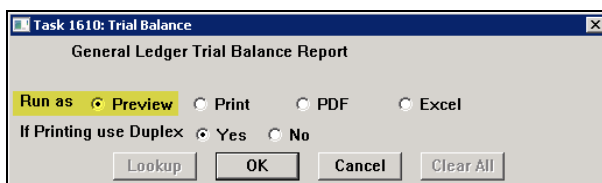


Figure 5 Preview as the Default

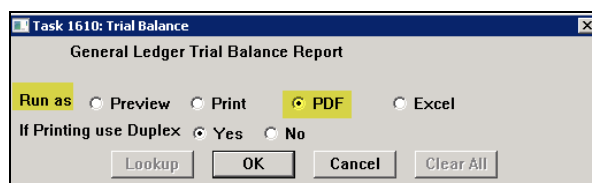


Figure 6 PDF as the Default



Figure 7 ADM Ted Viewer



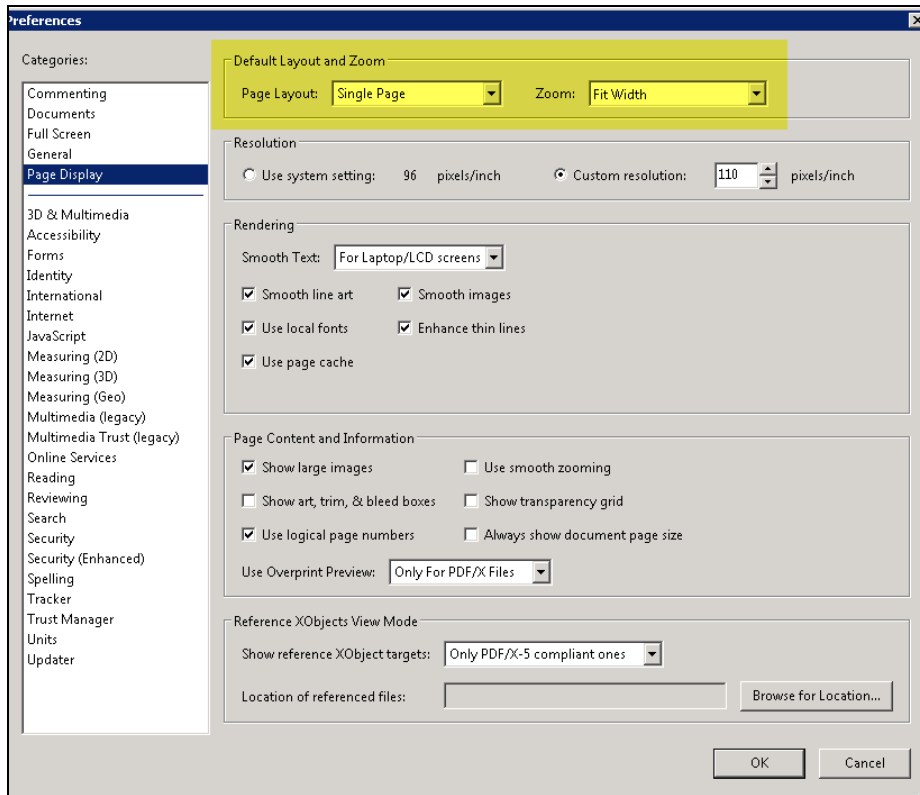
Figure 8 PDF Viewer

This default will not prevent users from selecting **Preview**. If a user tries to print the **“.lis”** report output using the **TedRE Preview** to a printer that is not PCL 5 compliant the report will not print. Selecting **PDF** will preview the report in a **PDF Viewer** window and will print to any printer.

[ADM-AUC-SY-8008]

## 7. ADOBE ACROBAT PDF VIEWER SETTINGS [Update]

PDF is the default for ADMINS reports on some sites. When the report comes into view, you may customize the appearance of the viewing window by pressing **[CTRL|K]** or selecting **Edit ▶ Preferences**. From there, you may set your default layout and zoom with the drop down menus.



[ADM-AUC-DOC-118]



## 8. HELP REFERENCE LIBRARY

### 8.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- YEAR END PROCESSING AP-720 1099 Training Slides [Updated]  
AP-780 1099 Corrections [Updated–New Features]
- SYSTEM AP-1110 System Administration Kit [Updated]